

**LOGISTICS SERVICES DIVISION  
WEEKLY REPORT  
PERIOD ENDING 2 NOVEMBER 1983**

**I. Progress Report on Tasks Assigned by the DCI/DDCI:**

No items this reporting period.

**II. Items/Events of Major Interest:**

a. Window Washing at Headquarters Building: During October 1983, a GSA contractor washed and cleaned both the inside and the outside windows of the Headquarters Building, and the SLUC fund was utilized for payment. However, GSA provided the contractor with the services of two carpenters who opened and closed the grills on the windows and, in turn, GSA charged the Agency \$2,988.80 for this service.

b. Flooding in the Incinerator Room: The incinerator could not be used last week due to flooding in the incinerator room (BF-40). GSA assigned masonry personnel from the Central Office to work in the incinerator room repairing the drain line. This should eliminate flooding problems, and it is expected that this work will be completed by 4 November 1983.

c. Drawings: Preliminary plans for their new office space in Room 7D19, Headquarters Building, were approved by the Administrative Office, DCI. Working drawings are 10 percent complete and are on hold pending approval by the Safety Staff, DDA.

Preliminary plans for Room GG27, Headquarters Building, were submitted to the International Activities Division, DO, for approval.

The design proposal for Room 4F23-29, Headquarters Building, was modified in response to a suggestion by the Office of East Asian Analysis. The Architectural Design Staff (ADS), Logistics Services Division, OL, is awaiting design approval.

d. Fine Arts Commission Exhibit Hall: The annual show of fine art produced by Agency employees is on exhibit in the 1D corridor of Headquarters Building. The show will run from 1 November through 9 December, following the Hispanic Exhibit which was removed on 27 October.

e. Grounds Project: The Fine Arts Commission is funding maintenance work to remove the damaged fence from the front of the Office of Central Reference's antenna on the Headquarters campus. Plans include replacing the fence with a landscaped barrier of shrubbery on three sides of the dish and painting the base of the structure dark

green. A contract for \$2,700.00 was awarded to Custom Environmental Service, Inc., (the firm currently maintaining the grounds), and work is due to be completed before winter.

f. Meetings: Representatives of ADS and the Policy Management Staff, DDI, met to discuss requirements and workstation size for Room 4G28 Headquarters Building. Several preliminary plans were prepared and submitted.

A meeting was held by ADS with a representative of the East Asia Division, DO, to discuss possible installation of Wang terminals in Room 5C19, Headquarters Building. Design studies are currently underway.

ADS met with DDI Administrative representatives to define work boundaries between ADS and the contract A&E firm for renovations in Room 7F31, Headquarters Building, for the Office of Current Production & Analytic Support, DDI. ADS drawings for installation of a raised floor in 7F41 are currently underway.

g. Relocation of Files: A request has been submitted by the Building Services Branch, OL/LSD, to the Procurement Division, OL, for contractual services to relocate files for the Office of General Counsel from Headquarters Building

h. Work Requests: During October 1983, 251 minor work requests estimated at \$41,339.00 were forwarded to GSA.

i. Renovations at Headquarters Building: The Sheetmetal Shop completed the installation of VTR treatment in the DCI Executive Registry, Room 6E2914, Headquarters Building.

With regard to the installation of an emergency exit door in Room 1D4019 for the Information Management Staff, DO, masonry work and painting have been finished and this job is now complete.

### III. Significant Events Anticipated During the Coming Week:

No items this reporting period.



Chief  
Logistics Services Division